

AN ORDINANCE ENACTING CHAPTER 127 OF THE ADMINISTRATIVE CODE ESTABLISHING A RECORDS COMMISSION AND PROVIDING DUTIES THEREFOR

BE IT ORDAINED by the Council of the Village of Richfield, State of Ohio:

SECTION 1. That there is hereby enacted a new Chapter 127 in the Administrative Code entitled "Records Commission" to read as follows:

"CHAPTER 127  
Records Commission

127.01 ESTABLISHMENT; MEMBERSHIP; MEETINGS.

There is hereby established a Records Commission composed of the Mayor or his or her appointed representative, as Chairperson, and the Finance Director, the Law Director, and a citizen appointed by Council. The Commission shall appoint a Secretary, who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission. The Commission may employ an archivist to serve under its direction. The Commission shall meet at least once every six months, and upon call of the Chairperson.

127.02 DUTIES.

The functions of the Records Commission shall be to provide rules for retention and disposal of records of Richfield and to review records disposal lists submitted by Municipal offices. The disposal list shall contain those records which have been microfilmed or no longer have administrative, legal or fiscal value to Richfield or to its citizens. Such records may be disposed of by the Commission pursuant to the procedure outline in this chapter.

127.03 DISPOSAL OF RECORDS.

When Municipal records have been approved for disposal, a list of such records shall be sent to the Bureau of Inspection and Supervision of Public Offices of the Auditor of State. If the Bureau disapproves of the action by the Records Commission, in whole or in part, it shall so inform the Commission within a period of sixty days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty days to select for its custody or disposal such public records as it considers to be of continuing historical value."

SECTION 2. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: August 15, 1995

Patricia S. Healey  
President of Council

Bill H. [Signature]  
Mayor

Dated: 8/16/95

ATTEST:

Carole Gibson  
Clerk of Council